



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
Governor

SHEILA Y. OLIVER  
Lt. Governor

ANDREW J. BRUCK  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

### October 20, 2021 NOTICE OF JOB VACANCY #21-374

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

**TITLE:** Agency Services Representative Trainee

**SALARY:** \$29,054.12

**LOCATION:** Division of Alcoholic Beverage Control  
Licensing Bureau  
140 East Front Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the very close supervision of a supervisory official in the Division of Alcoholic Beverage Control, provides customer service and other support services including receiving, vetting and processing applications submitted through the Alcoholic Beverage Control (ABC) Online Licensing System; responds to a high volume of telephone and written inquiries regarding technical assistance with filing applications through the ABC Online Licensing System; maintains complete and accurate records, prepares and mails/emails all necessary forms and instructions as requested, may assist with other Licensing Bureau functions; performs other related duties as required.

### **REQUIREMENTS**

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 in accordance with Civil Service Commission procedures. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.*

**PREFERENCE:** Preference will be given to applicants who are able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position. Please indicate your bilingual abilities in Spanish and English in the cover letter or email when applying.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #21-374 and a current resume on or before the closing date of November 3, 2021 to:***

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

